



I'm with a Nonpublic School. What do I need to report?

Nonpublic schools are required by state and federal law to report personnel data to the Center for Educational Performance and Information (CEPI). Nonpublic schools who participate in the National School Lunch Program must also participate in the Direct Certification Report, which requires you to report some student data to CEPI. Nonpublic schools should designate at least one authorized user (we recommend designating at least two) for each of the following data reporting applications:

Nonpublic School Personnel Report (NPSPR)

- The NPSPR is used to securely report personnel information once each year in the fall.
- Nonpublic schools must submit information on all employed and contracted personnel. Data elements include: first name, last name, Social Security number, date of birth and gender. A termination date is required when the employee leaves the school.
- NPSPR data are used for school personnel background checks. For more information about NPSPR, please review the NPSPR Web page at <http://www.michigan.gov/cepi/0,4546,7-113--147383--,00.html>

Direct Certification and the Michigan Student Data System (MSDS)

- MSDS is used to securely report your student data in the Early Roster Collection.
- This information will be used for updating the direct certification reports, which will be refreshed throughout the school year.
- For more information about the MSDS, please review the MSDS Web page at <http://cepi.state.mi.us/msds>.

Educational Entity Master (EEM) – Optional

- The EEM contains information regarding public and nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems. All other systems use school contact information from the EEM.
- The EEM is open year-round. Nonpublic schools have the option of designating one or more authorized users to review/update their information to ensure that their school records are accurate and up-to-date.
- EEM records for nonpublic schools can also be updated by the nonpublic schools office at the Michigan Department of Education.
- For more information about EEM, please review the EEM Web page at <https://cepi.state.mi.us/eem/>.